

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR06223014

DATE POSTED: 03/09/22

POSITION NO: 244818

CLOSING DATE: 03/22/2022 by 5pm

POSITION TITLE: Property Clerk

DEPARTMENT NAME / WORKSITE: Agriculture / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: BQ56A

WORK HOURS: 8:00 am - -5:00 pm PART TIME: ☐ NO. OF HRS./WK.:                      \$ 23,155.92 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION :                      \$ 11.09 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐                     

**DUTIES AND RESPONSIBILITIES:**

Works closely with the Department of Agriculture staff; specifically with the Agriculture Infrastructure Fund programs. Identifies new equipment and attaches property control tags; processes transfer of items to and from departments; conducts physical inventories to ensure accountability of Navajo Nation assets; investigates missing and stolen property reported by programs; works with department/programs to locate missing property; ensures appropriate documentation is filed including police reports; maintains physical inventory records of property; prepares property reports for assigned programs; generates deletions, transfers and new purchase reports; updates information on daily basis. Works closely with programs in maintaining accurate property listings; maintains records on equipment loans; prepares property cards and tags; retrieves excess property and equipment from programs; may transport new equipment to programs; maintains records for assigned programs; attends staff meetings; performs general clerical duties such as typing, filing, answering phones and assisting the public.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and two (2) years warehousing and property management experience; or an equivalent combination and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of property control principles, practices and methods; knowledge of bidding procedures and disposal of equipment and supplies; knowledge of record keeping and techniques; knowledge of Navajo Nation policies and procedures that affect assigned work; knowledge of basic report writing

Skill in simple mathematical calculations, inventory control methods and completing recurring reports; skill in completing recurring report; skill in verbal and written communication; skill in establishing and maintaining effective working relationships. Work requires ability to lift up to 50 lbs.; work is generally performed in an office/warehouse setting.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**